

Engagement Letter for Consortium Project

Date: [Insert Date]

[Consortium Member Name]

[Consortium Member Address]

[City, State, Zip Code]

Dear [Consortium Member's Contact Name],

We are pleased to invite you to participate in our consortium project titled "[Project Title]." This collaboration aims to [briefly describe the project goal and significance].

As a member of this consortium, your role will include [briefly describe the expected contributions and responsibilities of the consortium member]. We believe that your expertise in [mention area of expertise] will be invaluable to achieving our objectives.

The duration of the project is expected to be [insert timeframe], starting from [start date] and concluding on [end date]. We would like to schedule a kickoff meeting on [proposed date] to discuss the project details and set clear expectations.

Please confirm your engagement by signing below and returning this letter by [response deadline]. Should you have any questions or require further information, feel free to contact me at [your contact information].

We look forward to your positive response and to working collaboratively for the success of this project.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Consortium Member's Contact Name & Title]

Date: _____